

LOOKUP/OFFICE MEMO

Date _____ By _____ ☐ S&R: Please check again

Current Name of Applicant _____

All Former and Maiden Names _____

Birthdate _____ SS# _____

Address _____

City _____ State _____ Zip _____

Name of Applicant or Official Calling _____

Agency _____

Area Code _____ No. _____

E-Mail Address _____

☐ Convert only, applicant will obtain information from website.

☐ No return call needed

☐ No call, send forms only _____

☐ Yes, return call needed: _____

☐ Need jacket – return to: _____

CALL BACK INFORMATION:

RESPONSE FROM S&R

☐ No record

☐ See attached jacket/copy

☐ Need more info (DOB/SS#/Names)

☐ Jacket out to _____ Lektrieval Operator _____

☐ Notes _____